

**OFFICE OF THE ADJUTANT GENERAL  
Virginia National Guard  
Building 316, Ft Pickett  
Blackstone, VA 23824-6316**

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**STATEWIDE AIR AGR VACANCY ANNOUNCEMENT  
RESTRICTED TO CURRENT ON BOARD AGR ONLY**  
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**VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE  
GUARD/RESERVE (AGR) 06-03, 30 September 2005**

**POSITION TITLE AND UNIT:** Contracting Superintendent, 192<sup>nd</sup> FW, Sandston, Virginia

**GRADE:** TSgt/E6 - MSgt/E7

**TOUR LENGTH:** 1-6 Years

**PROJECTED DATE OF ENTRY:** To be determined

**DUTY STATION:** 192<sup>nd</sup> FW, Sandston, Virginia

**COMPATIBLE MILITARY ASSIGNMENT:** AFSC 6C091

**PROGRAM/CONVERSION REFERENCE:** PD#80000

**ELIGIBILITY OF FEMALES:** Yes

**OPENING DATE:** 3 October 2005

**CLOSING DATE:** 18 October 2005

**ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:**

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action. Must possess an awarded skill level in the compatible AFSC commensurate with their rank. Must hold the following level in the designated AFSC: 6C091.
2. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.
3. Must be a current on board AGR member of the VaANG in the grade of TSgt/E6 - MSgt/E7 and have sufficient time on enlistment contract to cover length of tour.
4. Applicants for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation date (i.e. age 60). Personnel may be placed in AGR status for occasional, one-time tours, or for a probationary period established by the Adjutant General, not to exceed 6 years. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding (if recommended for the position), necessary in requesting a waiver of this requirement by the Adjutant General or Air National Guard.

## **ADDITIONAL REQUIREMENTS:**

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies and grade ceilings established by ANGI 36-101 apply.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.

**DESCRIPTION OF DUTIES:** This position is located in the ANG Base Contracting Office which performs a variety of contracting functions for base and tenant activities. Serves as a contract officer responsible for preaward and postaward functions for a variety of services, supply, construction and architectural-engineering (A-E) contracts. Establishes project objectives and timeframes. Provides guidance to technical personnel involved in the development of statements of work, performance of work statements, or technical specifications. Determines appropriate acquisition methods (sealed bid or negotiated procedures) based on nature of contract, urgency of need, estimated cost, availability of sources, competition, and applicable acquisition policies, directives and regulations. Achieves the goals and objectives of socioeconomic programs as prescribed by regulatory/statutory requirements. Prepares invitation for bid (IFB) for sealed bidding or request for proposals (RFP) for negotiated acquisitions, ensuring that all required terms, conditions, special provisions, item descriptions and regulatory/statutory requirements are included. Develops source list of responsible contractors. Prepares, synopsis, and issues solicitation in accordance with current laws and regulations. Enforces compliance with contractual requirements and monitors contractor progress in relation to an established schedule. Provides administrative coordination and complete contract management. Provides administrative coordination and complete contract management. Provides direct technical and administrative supervision over the work of personnel engaged in acquiring a variety of less complex supplies and services primarily through competitive bid procedures. Performs other duties as assigned.

**APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION:** Interested members may apply by submitting a completed NGB Form 34-1 direct to: OFFICE OF THE ADJUTANT GENERAL, VIRGINIA NATIONAL GUARD, ATTN: JFHQ-VAHR-M, PRN: 210, BUILDING 316, FT PICKETT, BLACKSTONE, VIRGINIA 23824-6316. NGB Form 34-1 CAN BE OBTAINED FROM THE Base Personnel Office. (Military Personnel Flight). **No faxed applications will be accepted.**

## **THE FOLLOWING DOCUMENTATION MUST ACCOMPANY EACH APPLICATION:**

**In-State:** NGB Form 34-1 and RIP

**EEO POLICY STATEMENT:** Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Additional information: Contact VAHR-M at commercial (434) 298-6330 or DSN: 438-6330 or Col Gary A. Wood, (804) 236-6466 or DSN: 864-6466.

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date.

All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.

FOR THE ADJUTANT GENERAL

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer